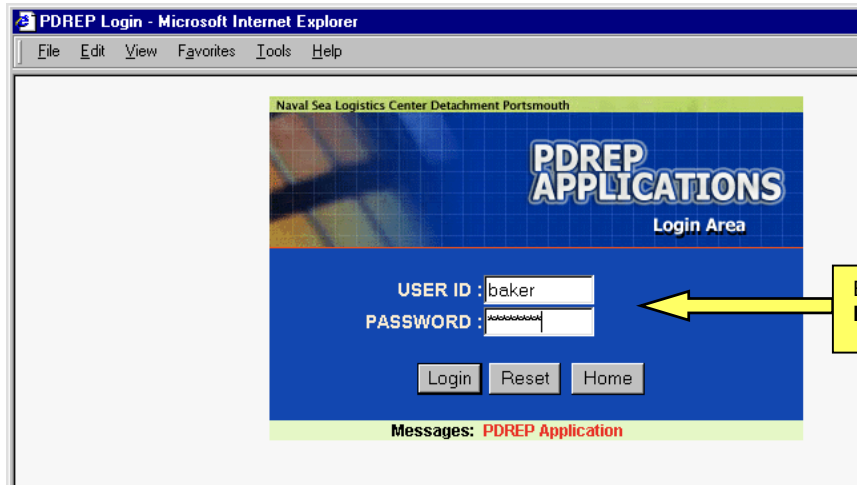
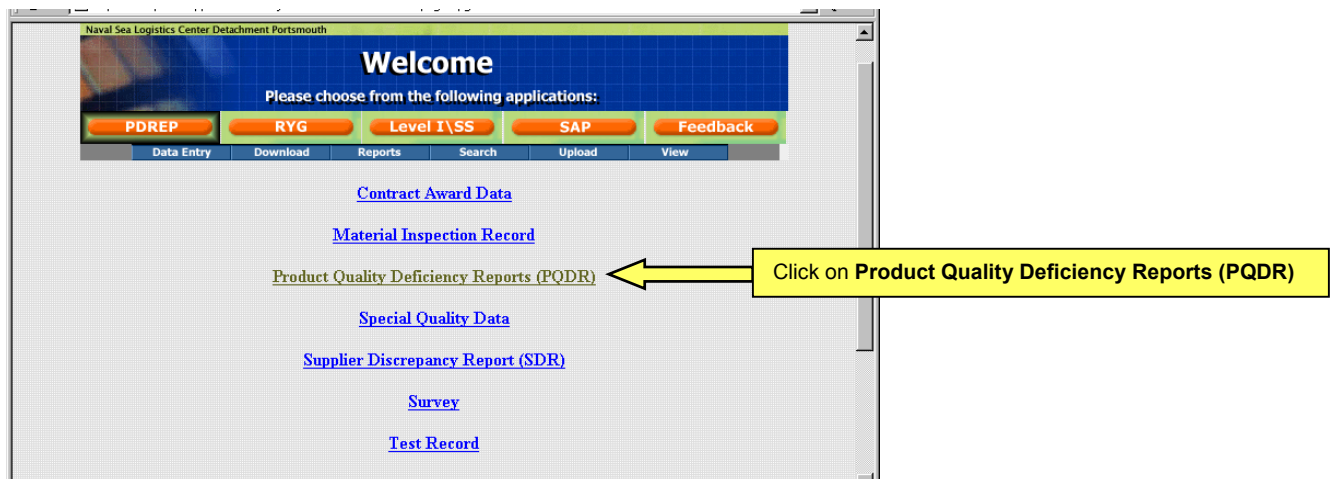
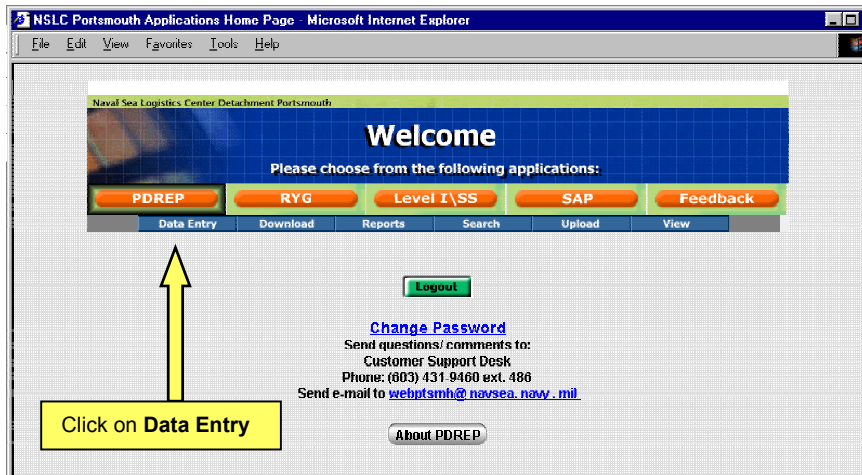


Create a PQDR

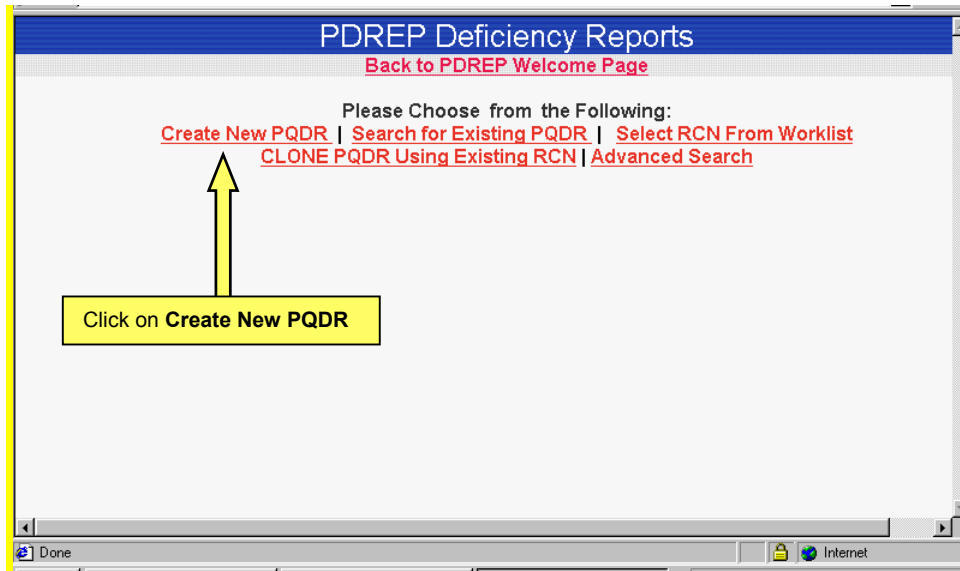
Access PDREP at <http://www.nslcptsmh.navsea.navy.mil/pdrep/pdrep.htm>.



Create a PQDR



Create a PQDR



This is the page on which you enter the **Report Control Number (RCN)** and set the **Category Code**

PQDR - Create new PQDR - Microsoft Internet

P Q D R
Product Quality Deficiency Report

Create New PQDR

Please Enter required information:

*The first 6 characters of the RCN number consists of the Originator's DODAAC:
DODAAC:

*The remaining fields consist of: (2 Digit Year + 4 Digit Serial Number + Non required 2 Digit Sequence Number)
 - -

Category is defaulted to 2 (less severe). If it is severe, change category to 1 .
Status:
Category:

*Enter the MR Number if available. It consists of: (Reporting Activity + 6 Digit Serial Number)
MR: -

(1) DoDAAC defaults to the value you provided on the PDREP User Access Form

(2) Year defaults to the current CY

(3) Enter Serial Nbr; leave Sequence Number blank

(4) Status and Category are drop-down select boxes. Choose Status 'AI' for Info Only PQDRs, 'A9' for PQDRs submitted in response to a Stock Screening Message, and 'A' for all others

(5) Click on **Create New PQDR**

Create a PQDR

The screenshot shows the 'PQDR BASE PAGE' with the following elements and instructions:


- Top Bar:** Includes 'Click here to access your User Profile', 'PQDR BASE PAGE', 'Originator Data Entry', and a 'Quick Links' dropdown.
- Left Sidebar:** Contains 'Originator', 'Quick Views' (with links to View SF368 (HTML), View SF368 (PDF), View 1227 Form, Exhibit Tag DD 2332, Attachments, Upload Files, and Exhibit Tracking), and 'No attachments found.'
- Main Content Area:**
 - Origination - Editable Fields:** Includes links for 'Blocks 1-10', 'Blocks 11-20', and 'Blocks 21-23'. A yellow box (1) points to these links with the text: '(1) Links to complete your PQDR'.
 - View/Add Notes or Reference Briefs:** Includes a link for 'Add Additional Information (Append to Deso. of Deficiency and Inv. Results)'.
 - Correspondence:** Includes links for 'Process as a Local Purchase PQDR' and 'Forward for Review'.
 - Release PQDR:** Includes a link for 'Forward to Screening Point'. A yellow box (4) points to this link with the text: '(4) After completing Blocks 1 – 23, click Forward to Screening Point to release the PQDR to MCLB Albany (USMC PQDR Screening Point)'.
- Footer:** Includes a 'Logout' button and a 'System log out button'.

Yellow callout boxes provide the following instructions:

- (2) Click Upload Files to attach supporting documentation & pictures** (points to the 'Upload Files' link in the sidebar).
- (3) Click Forward for Review to send to MMO for approval** (points to the 'Forward for Review' link in the main content area).

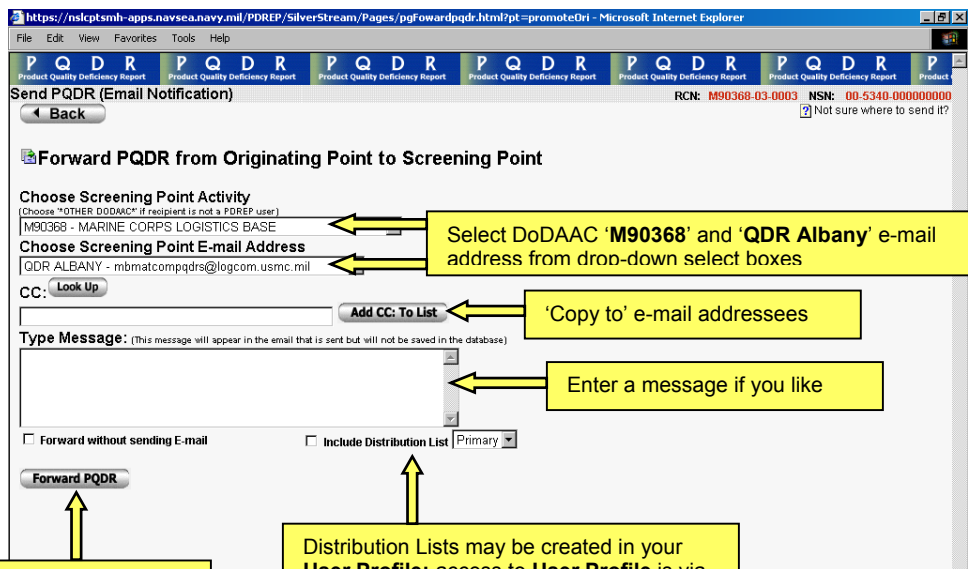
Create a PQDR

Releasing PQDR to the USMC PQDR Screening Point

1. Click on  **Forward to Screening Point** link on the **PQDR BASE PAGE**.
2. After completing the **Forward PQDR from Originating Point to Screening Point** page, click on **Forward PQDR**.

**** Note:** After entering an e-mail address in the **CC:** block, you must click the **Add CC: To List** button.

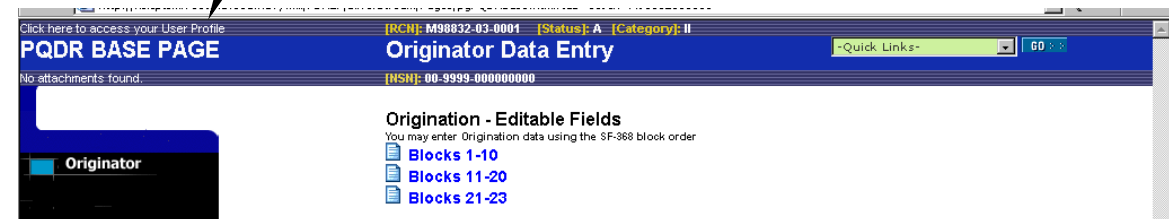
This web page will send an e-mail to the addressee appearing in the **Screening Point E-mail Address** block and to e-mail **cc:** addressees.



The screenshot shows the 'Forward PQDR from Originating Point to Screening Point' web page. The page has a header with 'PQDR' tabs and a 'Send PQDR (Email Notification)' section. The main form includes:

- Choose Screening Point Activity:** A dropdown menu with 'M90368 - MARINE CORPS LOGISTICS BASE' selected. An annotation points to this dropdown: 'Select DoDAAC 'M90368' and 'QDR Albany' e-mail address from drop-down select boxes'.
- Choose Screening Point E-mail Address:** A dropdown menu with 'QDR ALBANY - mbrmatcompqdrs@logcom.usmc.mil' selected. An annotation points to this dropdown: 'Select DoDAAC 'M90368' and 'QDR Albany' e-mail address from drop-down select boxes'.
- CC:** A text input field with a 'Look Up' button. An annotation points to the 'Add CC: To List' button: 'Copy to e-mail addressees'.
- Type Message:** A text area for entering a message. An annotation points to this area: 'Enter a message if you like'.
- Forward PQDR:** A button at the bottom left. An annotation points to this button: 'Click Forward button to send the e-mail'.
- Include Distribution List:** A checkbox and a dropdown menu. An annotation points to this section: 'Distribution Lists may be created in your User Profile; access to User Profile is via the PQDR BASE PAGE'.

Below the main form, there is a 'PQDR BASE PAGE' section with 'Originator Data Entry' and 'Origination - Editable Fields'.



The 'PQDR BASE PAGE' section includes a 'Click here to access your User Profile' link, a 'Quick Links' dropdown, and a '60' timer. The 'Originator Data Entry' section shows 'Status: A' and 'Category: II'. The 'Origination - Editable Fields' section includes links for 'Blocks 1-10', 'Blocks 11-20', and 'Blocks 21-23'.